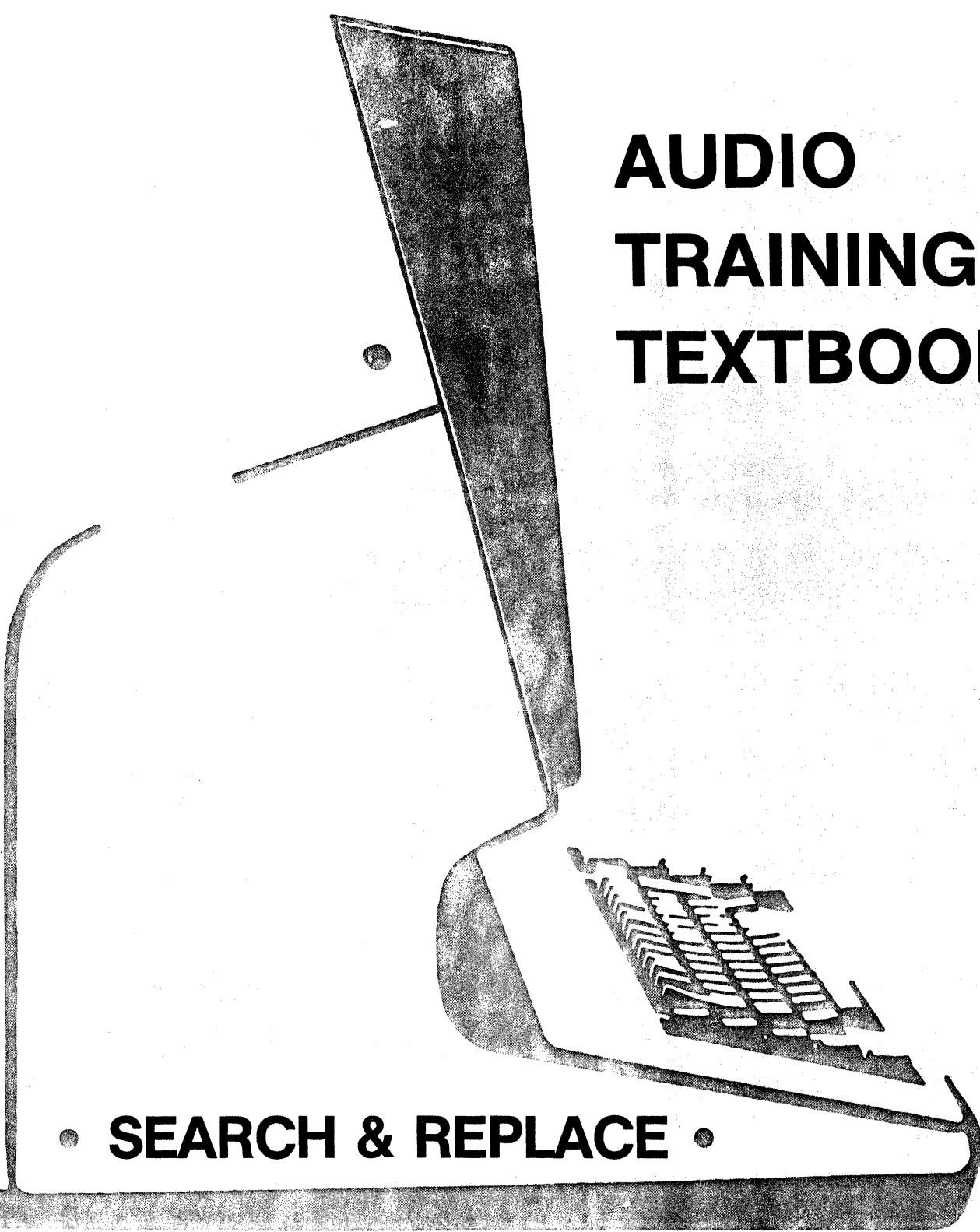


No ProblemTM

**AUDIO
TRAINING
TEXTBOOK**



• **SEARCH & REPLACE** •

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LANIER BUSINESS PRODUCTS, INC.

**1700 Chantilly Drive, N.E.
Atlanta, Georgia 30324**

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HOW TO USE THIS TEXTBOOK

As a rule, instructions and explanations are on tape. Exercises are in the textbook.

When you see this symbol:

⊗ **START TAPE**

in the textbook, start the tape.

When you hear this sound on the tape:

BEEP

stop the recorder and proceed with your assignment.

If you are learning in your own office, then BEFORE YOU START, copy your training disc to another disc so that it can be used again.

When you have done that, turn to the top of page 1 and start the tape.

⊗ START TAPE

THE PROBLEM

Change to
Splendid Enterprises,
Inc.

Acme Industries is a specialist in all kinds of novelties. A subsidiary of the National Manufacturing Company, Acme Industries operates mainly in the west. Within the year, Acme Industries will be listed on the New York Stock Exchange.

FIGURE A

Splendid Enterprises, Inc. is a specialist in all kinds of novelties. A subsidiary of the National Manufacturing Company, Splendid Enterprises operates mainly in the west. Within the year, Splendid Enterprises will be listed on the New York Stock Exchange.

FIGURE B

ACME INDUSTRIES was the search string.

SPLENDID ENTERPRISES, INC. was the replacement string.

FIGURE C

SECTION 1 — SCREEN SEARCH AND REPLACE

Setting a search string	3
Screen find	4
Setting search and replacement strings	5

⊗ **START TAPE**

TRAINING SECTION

LOADING THE SMART DISC

EXERCISE 1 — Loading the Search and Replace Smart Disc

1. Touch RESET and load the SEARCH AND REPLACE Smart Disc.
2. Remove the Smart Disc. It is no longer needed.
3. Find your TRAINING disc. If the training disc has a silver strip over the notch, remove the strip. Insert this training disc into the lighted drive.

⊗ **START TAPE**

EXERCISE 2 — Recalling a page

Recall HEART from the file.

⊗ **START TAPE**

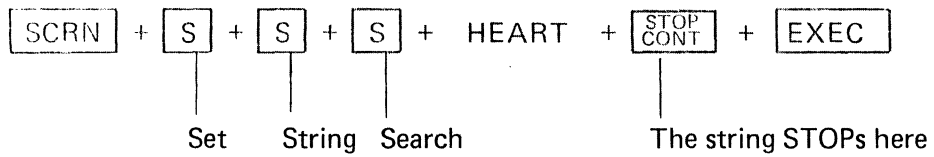
SET STRING s■heart■-----OK

FIGURE A

SCREEN FIND

EXERCISE 3 — Screen find

1. Touch:



2. [HOME] + [HOME]

3. [SCRN] + [F] + [EXEC]

Find

4. Use the [TAB] key to find each instance of the word HEART. When there are no more instances, you will hear a beep, and the format line will say, "NOT FOUND."

⊗ **START TAPE**

SET STRING s■heart■r■pump■-----OK

FIGURE B

SCREEN SEARCH AND REPLACE

EXERCISE 4 – Screen Search and Replace

1. **HOME** + **HOME**

2. **SCRN** + **F** + **EXEC**

You now have 4 options. (Don't do anything yet.)
You may touch:

Rto replace the string

**DEL
CHAR**to delete the string

TABto avoid any change

CNCLto cancel the search

3. Using the R option, change every "heart" string to "pump."

4. Recall HEART. Nothing has changed, since you did not update.

5. **SCRN** + **F** + **EXEC**

6. a. **TAB** through the first string

b. **TAB** through the next string

c. **DELETE** the third string by touching
DEL/CHAR

d. **R** eplace the next two strings.

7. Erase the screen.

⊗ START TAPE

SCRN + **S** + **S** + **S** + **ACME** + **STOP
CONT** + **EXEC**

Set

String

Search

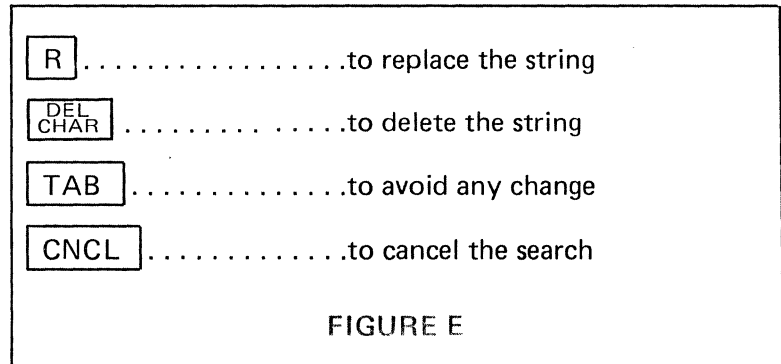
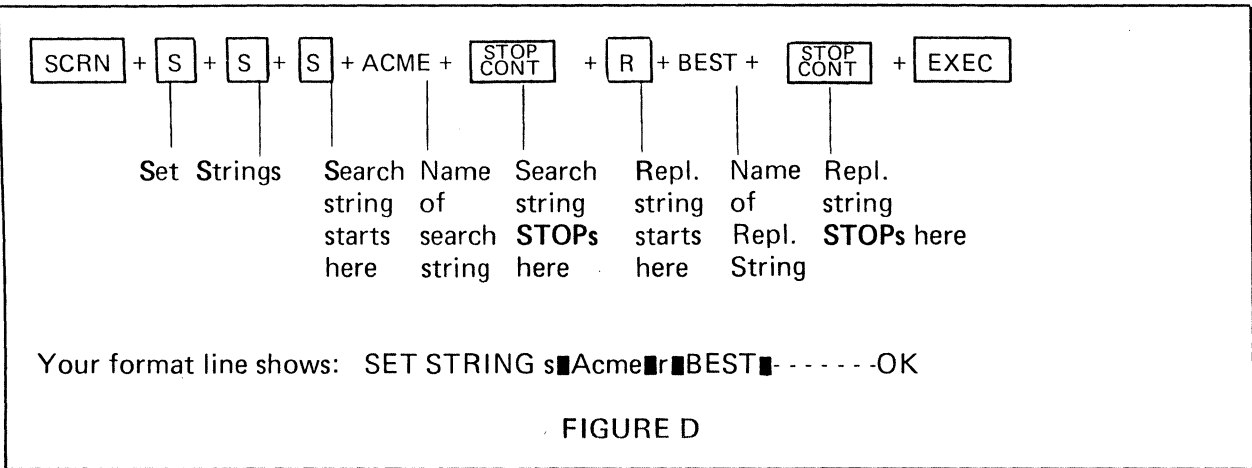
Name
of string

The string stops here

Your format line shows:

SET STRING s■ACME■-----OK

FIGURE C



QUIZ (Answers on page 17A)

SECTION 1

1. A piece of information used in Search and Replace is called a s .
2. The word or phrase that is being searched is called a _____ string.
3. The word or words that are to replace the search string is called a _____ string.
4. A string can be as short as one character.
True False
5. The Search and Replace Smart Disc is absolutely required before the NO PROBLEM™ can search and replace a word or words.
True False
6. Basic typing and editing can be done when the typewriter has been loaded with Search and Replace.
True False
7. You must leave at least _____ blank lines at the foot of any page where you will do a Search and Replace function.
8. When using Search and Replace, one string must be replaced by another. In other words, Search and Replace cannot do a simple search.
True False
9. In the example of the format line below, what does the underlined "s" mean?
SET STRING s■school■ - - - - - OK - - - - - aaa H1 :80 V1 :54 etc.
10. What key always closes a string? (For example, look at the symbol after the word "school" above.)

QUIZ (Continued)

SECTION 1

11. Before an actual screen search begins, you want the locator to be at the left margin on the first line of the page. What command assures this?
12. When doing a screen search, if you want to move on to the next string without affecting the search string presently highlighted, what key is touched?
13. You are doing a screen search and replace, and all of a sudden you hear a "BEEP", and the format line says "NOT FOUND". What has happened?
14. What do the following options mean when doing Search and Replace?
 - (a) R
 - (b) DEL/CHAR
 - (c) TAB
 - (d) CNCL
15. With the Lanier Search and Replace Smart Disc it is possible to set a search and replacement string at the same time.

True False

16. Examine the following Search and Replacement command:

SET STRING s■Love■r■passion ■- - - - -OK etc.

- (a) The typewriter will not replace the word LOVE because the letters are all capitalized and you requested a search for the word Love.

True False

- (b) The word Love will consistently be replaced by the word passion (in all small letters).

True False

SECTION 2 — FILE SEARCH AND REPLACE (MANUAL)

Setting a target	7
Starting the search.	7
R, DEL/CHAR, TAB and CNCL options.	7

⊗ START TAPE

TRAINING SECTION

MANUAL FILE SEARCH

EXERCISE 5 – Setting strings

Hint: In the following command, don't forget to close each string by touching the STOP/CONT key:

Ask the screen to **Set a Search String** named heart (STOP/CONT) and to set a Replacement string named PUMP (STOP/CONT).

Try to do it on your own, but if you run into trouble, refer back to figure B on page 6.

Did you remember to touch EXEC at the end?

This is what you should see:

```
SET STRING s■heart■r■PUMP■-----OK
```

The rest of this exercise (setting a target) is on tape, so:

⊗ START TAPE

SETTING A TARGET

EXERCISE 6 – Replacing a string

Using the R option, replace each HEART with PUMP. Note that the locator reaches the end of the first page, memorizes it as LATEST.0, and then brings HEART.1 to the screen.

Keep using the R option. When the locator reaches the end of page 2, it will be memorized as LATEST.1, and HEART.2 will come to the screen.

You will know you have reached the end of the text when OK appears on the upper format line.

Continue to exercise 7 on next page.

EXERCISE 7 -- Recalling a target text.

1. Call up your index and you will see that you now have two texts: HEART and LATEST.
2. Recall LATEST and read through the first page. Recall the next pages by using the FILE-EXEC procedure.
3. Recall HEART and you will see it is unchanged.

Continue to next exercise.

EXERCISE 8 -- File search (manual)

This time, you will change HEART to CORE.

1. Set the search and replacement strings:

SCRN + S + S + S + heart + STOP
CONT + R + CORE + STOP
CONT + EXEC

2. Set a target, calling it AGAIN:

SCRN + S + T + AGAIN + EXEC

3. Start the search:

CTRL / FILE + S + HEART + EXEC

4. This time, use the R option on page 1 only.

Use the DEL
CHAR option on page 2.

Use the TAB option on page 3. Keep tabbing until OK appears on the Upper Format Line. That's when you know you have reached the end of the text.

5. Recall the new text -- which you named AGAIN -- and read through it.

⊗ **START TAPE**

QUIZ (Answers on page 17A)

SECTION 2

1. When a target text has been set and a Manual File Search has been completed, the result is two texts; the original text with the search string, and the second text with the replacement string.

True False

2. The command for setting a target text is:

SCREEN + _____ + TARGET + (name) + _____ .

3. When CONTROL/FILE is pressed, EXT FUN on the format line means:

- (a) External Fundamental
- (b) Extra Function
- (c) Extinguish Funds

4. When using a Manual File Search, it is not possible to use the following options when a search string is located:

(a) TAB True False

(b) DELETE/CHAR True False

5. When you have reached the end of the text in a Manual File Search, the upper format line tells you so by saying _____.

SECTION 3 - FILE SEARCH AND REPLACE (AUTOMATIC)

Setting a target	10
Automatic file search	10
Cautions when working in the file.....	11
Review	12

⊗ START TAPE

TRAINING SECTION

AUTOMATIC FILE SEARCH

EXERCISE 9 – Automatic file search and replace

You will replace the word HEART with NUB.

1. Ask the screen to set a search string named HEART (STOP/CONT) and a replacement string named NUB (STOP/CONT).

Did you remember to touch EXEC?

Your format line should say:

```
SET STRING s■heart■r■NUB■ - - - - -OK
```

2. Ask the screen to **Set a Target** named **AUTO**. (Don't forget to touch **EXEC**)

- ### 3. Touch:

CTRL / FILE + S + heart + SPACEBAR + A + EXEC

Search Automatic

WATCH THE SCREEN

4. After the search-and-replace procedure ends, call up your index, and you will see a new text named AUTO.

5. Recall AUTO and read through the text.

⊗ **START TAPE**

EXERCISE 10 – Searching with caution

Recall CAREFUL.

The use of the word “for” is wrong. You want “with” instead.

You will now do an automatic search and replace.

1. Ask the screen to set a search string named FOR (STOP/CONT) and a replacement string named WITH (STOP/CONT). Don't forget EXEC.

Your format line should show this:

SET STRING s■FOR■r■WITH■-----OK

2. Ask the screen to set a target named MISTAKE.

(Did you touch EXEC?)

3. Using your extra **ConTRoL** over the **FILE**, Search through CAREFUL (SPACEBAR), using the Automatic option.

4. After the search is completed, recall MISTAKE.

Then:

⊗ **START TAPE**

We all know what this is for. The question is, what is the best way to use it? That's something for us to think about.

FIGURE A

THREE KINDS OF SEARCH AND REPLACE:

1. Work on the screen only.
2. Work in the file but use the screen to decide the fate of the string when it is highlighted.
3. Bypass the screen altogether and have the typewriter replace every instance of the string.

FIGURE B

	SCREEN S&R	FILE S&R (manual)	FILE S&R (auto)
Works with a whole text		.X	.X
Works on one page only	.X		
Creates a new text (So you must set a target)		.X	.X
There must be 3 blank lines above the bottom margin on each page	.X	.X	.X
You can choose among the R, TAB DEL/CHAR and CNCL options.	.X	.X	
R(eplace) option is automatic			.X
After search and replace is ended, page must be updated	.X		
You can set a search string only (and not a replacement string to go with it)	.X	.X	

FIGURE C

⊗ **START TAPE**

(This is not an exercise)

FOR A SCREEN SEARCH:

1. Set the string or strings.
2. HOME + HOME.
3. SCRN + F + EXEC to start the search.
4. R, DEL/CHAR, TAB or CNCL as each string is highlighted.

FIGURE D

FOR A MANUAL FILE SEARCH:

1. Set the string or strings.
2. SCRN + S + T + name + EXEC
3. CTRL/FILE + S + name original text + EXEC
4. R, DEL/CHAR, TAB or CANCEL as each string is highlighted.

FIGURE E

QUIZ (Answers on page 17A)

SECTION 3

1. Only when you are certain that you want every instance of a search string changed would you bypass the screen altogether, and use the Automatic File Search.

True False

2. Automatic File Search is slower than Manual File Search because each page of the text must be recalled before a string can be replaced.

True False

3. I have set up an Automatic File Search using the following command:

SET STRING s■Bi■r■Tri■-----OK etc.

The words in column A are supposed to change to column B:

A	B		
(a) bicycle	Tricycle	True	False
(b) Bike	Trike	True	False
(c) Bill	Trill	True	False
(d) bingo	tringo	True	False
(e) bi.	Tri.	True	False

4. The only difference in the Control File command for Manual and Automatic File Search is the A (for automatic) which is given for Automatic File Search.

True False

5. The command SCREEN + F(ind) + EXEC is only for Screen Search.

True False

SECTION 4 - REFERENCE

Screen Search and Replace	15
File Search and Replace (manual)	16
File Search and Replace (automatic)	17
Notes.	17

REFERENCE SECTION

The Search and Replace Smart Disc enables you to:

- A. Work on the screen only: You can set a simple **search string** and have the locator highlight or delete each occurrence. Page must be updated.

Note that you can set a **replacement string** in addition to the search string. In this case you may have the locator search, delete or **replace** on the screen.

- B. Work in the file manually. You exercise your options on the screen. You can set a simple search string and have the locator highlight or delete each occurrence. You make the decision each time — that's why it's manual. When the locator reaches the end of a page, the page is automatically memorized as part of a new text.

Note that you can set a **replacement string** in addition to the search string. You may then have the locator highlight, delete or **replace** each occurrence.

- C. Work in the file automatically: You must set a search string **and** a replacement string. Every instance of the search string will automatically be replaced in the target text.

A. WORK ON SCREEN ONLY (SCREEN SEARCH AND REPLACE)

1. Recall the page to the screen.

2. Set a search string:

+ + + name of string +
+

OR

Set a search string with a replacement string:

+ + + name of search string +
+ + name of replacement string + +

3. +

4. + +

Continued on next page.

REFERENCE SECTION (Continued)

5. Exercise any of these options:

.....Replace

.....Leave unchanged

..... Delete

.....Cancel further searching

6. Update the page if desired.

7. If you recall another page, there is no need to reset the string. It remains active until changed.

SEARCH IN THE FILE MANUALLY

1. Set a search string:

+ + + name of string +
+

OR

Set a search string with a replacement string:

+ + + name of search string + + + name of replacement
string + +

2. Set a target text:

+ + + name of target +

3. Start the search:

/ + + name of original text +

4. Exercise any of these options:

.....Replace

.....Leave unchanged

..... Delete

.....Cancel further searching

When the locator finishes with each page, it is memorized as a page of the target text.

REFERENCE SECTION (Continued)

SEARCH IN THE FILE AUTOMATICALLY

1. Set a search string with a replacement string:

SCRN + S + S + name of search string + STOP
CONT
+ R + name of replacement string + STOP
CONT + EXEC

2. Set a target text:

SCRN + S + T + name of target + EXEC

3. Start the search:

CTRL / FILE + S + name of original text
+ SPACE + A + EXEC

4. When the locator finishes with each page, it is memorized as a page of the target text.

NOTES

1. You must have 3 blank lines above the bottom margin (the Vertical page setting) on each page if you are using a replacement string.
2. A string can be up to 45 characters long. However, when search and replace strings are entered together, the combined total cannot exceed 60 characters.
3. Be careful when doing an automatic search-and-replace. Decide whether you want a space at the end of the string. If you put a space after a search string, you should put one after the replacement string too.
4. Normally you will set either a search string, or a search string with a replacement string. However, after setting search and replace strings, you may want to change the replacement string only. There is no need to reset the search string. Simply touch:

SCRN + S + S + R + name of replacement string + STOP
CONT + EXEC
 | | |
 Set String Replacement

QUIZ ANSWERS

SECTION 1

1. String
2. Search
3. Replacement
4. True
5. True
6. True
7. 3
8. False
9. Search
10. STOP/CONT
11. Home + Home
12. TAB
13. There are no more instances of the word in the text.
14. R — replaces search string with the replacement string.
DEL/CHAR — deletes the search string
TAB — Move on to the next search string
CNCL — Search string is cancelled
15. True
16. (a) False
(b) True
17. True

SECTION 2

1. True
2. Screen + Set + Target + (name) + EXEC
3. (b) Extra Function
4. (a) False
(b) False
5. OK

SECTION 3

1. True
2. False
3. (a) True
(b) True
(c) True
(d) False — Tringo instead of tringo
(e) True
4. True
5. True

SECTION 5 - EXTRA PRACTICE

Screen search.	19
Manual file search	19
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EXTRA PRACTICE SECTION

Use the REFERENCE SECTION if you need to refresh your understanding.

EXERCISE 11

If you have any trouble in the following exercise, recall CLUES for help. But please try to do it on your own.

1. Recall HEART.
2. Ask the screen to set a search string for the word IT.
3. +
4. Start the search. (SCRN + F + EXEC). Have the locator highlight all instances of IT on the page.
5. Note how **with** was highlighted. This is one instance where you might want to include the spacebar after the string.

Continue to next exercise.

EXERCISE 12

By means of a manual file search, (i.e. working in the file but making a choice each time on the screen), replace IT with THAT in the text HEART. Name your target text EXTRA. Tab through a string if a replacement for it would be inappropriate.

If you have any trouble, recall CLUES.1 for help. But please try to do it on your own.

Continue to next exercise.

EXERCISE 13

By means of an automatic file search, replace IT with THIS in the text HEART. Name your target text END.

Recall CLUES.2 if you get into difficulties.